

Department of State – Venice 2010 Biennale of Architecture

Program Office:	Educational and Cultural Affairs Bureau
Funding Opportunity Title:	Official U.S. Presentation at the 2010 Venice Biennale of Architecture, Venice, Italy
Announcement Type:	Cooperative Agreement
Funding Opportunity Number:	S-LMAQM-10-RFA-001
Deadline for Applications:	05 FEB 2010
CFDA	00.000

ELIGIBILITY

Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the tax code. Direct funding for non-U.S. entities is not available under this announcement. The Department encourages organizations that have not previously received international program funding from the USG to apply under this announcement.

Cost Sharing or Matching

This program does not require cost sharing.

Other Special Eligibility Criteria

Not Applicable.

AGENCY CONTACT INFORMATION

Planning and budgeting for exhibitions in the U.S. Pavilion is a complicated process, and requires that you first obtain a complete set of guidelines and floor plans. Documents are attached to the Request for Proposal - Official U.S. Presentation at the 2010 Venice Biennale of Architecture, Venice, Italy, on the Grants.gov website (<http://grants.gov>).

- A) Please do not submit a proposal without first discussing your project with Alan Cross in the Cultural Programs Office at the U.S. Department of State at:
E-mail: crossa@state.gov (*Preferred method of communication*)
Phone: (202) 632-6407
- B) For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726.

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EXECUTIVE SUMMARY

The Department of State's Cultural Division (ECA/PE/C/CU) is pleased to announce an open competition for grants through this Request for Proposals (RFP). ECA/PE/C/CU requests proposals from U.S. based non-profit organizations including museums, galleries, visual and design arts centers and schools of design and architecture to organize the official U.S. presentation at the 2010 Venice Biennale of Architecture, August 29 through November 21, 2010, Venice, Italy.

The Venice Biennale will present the 12th International Architecture Exhibition beginning August 29, 2010. The Architecture exhibition is a showcase for leading ideas in contemporary architecture and planning through national representations. A three-day Preview/Inauguration of the exhibition will be held August 26-28, 2010.

Pending availability of funds, the State Department will make up to \$100,000 available for all aspects of the exhibition including development, preparation, travel of curators and key participants, production, installation, and the return or onward shipping of the exhibition at the Biennale's end. The Peggy Guggenheim Collection in Venice will provide the staffing, maintenance, and operations of the U.S. Pavilion during installation, and for the approximate two month period of the exhibition.

In cooperation with the U.S. Embassy in Rome, additional funds may be available for public programs organized by the curators. Any funds for public programs will be provided directly to the U.S. Embassy.

2010 Architecture Biennale Theme (Theme TBD)

On November 6th, the Biennale Board appointed Kazuyo Sejima as Director of the Architecture Section. Kazuyo Sejima will curate the 12th International Architecture Exhibition. Ms. Sejima is the first female curator of the Biennale's Architecture Section.

NOTE: A specific theme is expected to be announced by the Biennale commissioners sometime in December, 2009. Please check the Grants.gov (<http://grants.gov>) and the ECA (<http://exchanges.state.gov/cultural/biennales/grants.html>) websites regularly for theme information and other updates.

The Bureau of Educational and Cultural Affairs (ECA), U.S. Department of State, seeks proposals for an exhibition that will examine in detail visionary and innovative projects and proposals by U.S. architects and cultural practitioners that are consistent with or complementary to the Biennale's theme. The theme is generally very broad. Proposals presenting topical issues in contemporary architecture will likely be responsive to the theme.

BACKGROUND

The Venice Biennale of Architecture is organized by La Biennale di Venezia, Società di Cultura, formed for the express purpose of planning and implementing all Venetian Biennial exhibitions including those for architecture, film and visual arts.

The U.S. Pavilion is owned by the Solomon R. Guggenheim Foundation and managed by the Peggy Guggenheim Collection in Venice. The building, designed in 1929 by the American architects Delano and Aldrich for Grand Central Galleries in New York, is neo-classical in style. The director and key staff of the Peggy Guggenheim Collection work closely with the Department of State and exhibition curators to install and maintain all official U.S. exhibitions presented in the Pavilion.

I. FUNDING OPPORTUNITY DESCRIPTION

Authority: Overall grant making authority for this program is contained in the Mutual Educational and Cultural Exchange Act of 1961, Public Law 87-256, as amended, also known as the Fulbright-Hays Act. The purpose of the Act is "to enable the Government of the United States to increase mutual understanding between the people of the United States and the people of other countries...; to strengthen the ties which unite us with other nations by demonstrating the educational and cultural interests, developments, and achievements of the people of the United States and other nations...and thus to assist in the development of friendly, sympathetic and peaceful relations between the United States and the other countries of the world." The funding authority for the program above is provided through legislation.

II. AWARD INFORMATION

Award Amount: **\$100,000**

Type of Award: **Cooperative Agreement**

Fiscal Year Funds: **FY-2010**

Approximate Number of Awards: **1**

Anticipated Award: Pending availability of funds: **1 April, 2010**

Anticipated Project Completion Date: **30 December, 2010**

Additional Information: **None**

Pre-application teleconference: A pre-application teleconference will be offered on **January 15, 2010**, prior to the closing date for this announcement. The purpose of the pre-application teleconference is to review the program announcement and discuss the project with ECA before submitting a proposal. Please submit all questions by **January 1, 2010**, to Alan Cross, crossa@state.gov. He will contact you with the exact time of the teleconference and provide you with any materials needed for the meeting.

III. ELIGIBILITY REQUIREMENTS

1. Eligible Applicants: Eligibility is limited to not-for-profit organizations subject to 501 (c) (3) of the tax code. Eligible applicants are curators at U.S. non-profit organizations including museums, galleries, visual and design arts centers and schools of design and architecture. ***Independent curators wishing to apply must seek affiliation with a non-profit institution to take on the responsibility of fiscal management for the project.*** Participating curators and proposed designers must be U.S. citizens or have permanent resident status in the U.S. Architects/artists/designers whose work is proposed for representation must be U.S. citizens.

2. Cost Sharing or Matching

This program does not require cost sharing. Applicants are not required to include funding from other donors. However, applications that include additional in-kind and/or cash contributions from non-U.S. Government sources will be more competitive, since cost-sharing demonstrates a strong commitment to the planned activities and will be considered to show great cost effectiveness. In addition, past experience has shown that overall costs are considerably higher than actual US Government funding.

3. Other Special Eligibility Criteria

Not Applicable.

IV. APPLICATION AND SUBMISSION INFORMATION

Award Period: **6 months**

Award Amount: **\$100,000 is available** for this grant program, pending availability of funds.

IMPORTANT DATES

Proposal RECEIPT Deadline	February 5, 2010
Applicant Notification	March 26, 2010
Grantee to file for Public Access to the Pavilion	June, 2010
All Shipments to Arrive in Venice Not Later Than	mid-July, 2010
Exhibition Date (Preview):	August 26 – 28, 2010
(Public Exhibition):	August 29 – November 21, 2010

Proposals will be reviewed by members of the Federal Advisory Committee on International Exhibitions, a committee of leading U.S. curators, and experts in American architecture and design. The Bureau of Educational and Cultural Affairs will announce its decision by 26 March, 2010.

Application Submission Process: *Applicants must submit proposal project descriptions ELECTRONICALLY using Grants.gov.* Thorough instructions on the application process are available on the <http://www.grants.gov> and the <http://exchanges.state.gov/cultural/biennales/grants.html> websites. For questions relating to Grants.gov, please call the Grants.gov Contact Center at 1-800-518-4726. For questions about this solicitation, contact Alan Cross, Visual Arts Program Officer, Bureau of Educational and Cultural Affairs, at:

E-mail: crossa@state.gov, (*Preferred method of communication*)

Phone: (202) 632-6407

In addition to the electronic submission to Grants.gov, a hard copy application, with all required appendences (see pages 7 – 10) and work sample materials should be sent by commercial delivery service to:

Alan Cross, Visual Arts Program Officer
ECA/PE/C/CU, SA-5, Floor 3-K14
U. S. Department of State, 2200 C Street, NW
Washington, DC 20522-0503

Be sure to notify the Program Officer when your application has been sent for delivery!

Application Deadline: All applications must be received on or before **February 5, 2010, 11:59 p.m. eastern standard time.** Applications received after 11:59 p.m. will be ineligible and will not be considered. **Begin the application process early,** as this will allow time to address any technical difficulties that may arise in advance of the deadline. There will be no exceptions to this application deadline.

All applicants must register with Grants.gov prior to submitting an application.

Registering with Grants.gov is a one-time process; however, it could take as long as two weeks to have the registration validated and confirmed. Please begin the registration process immediately to ensure that the process is completed well in advance of the deadline for applications. Until that process is complete, you will not be issued a user password for Grants.gov, which is required for application submission. There are four steps that you must complete before you are able to register:

- (1) Obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (if your organization does not have one already) by calling 1-866-705-5711;
- (2) Register with Central Contractor Registry (CCR);
- (3) Register yourself as an Authorized Organization Representative (AOR); and
- (4) Be authorized as an AOR by your organization. For more information, go to www.grants.gov.

Please note that your CCR registration must be annually renewed. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

Application Content: Applicants must follow the RFP instructions and conditions contained herein and supply all information required. **Failure to furnish all information or comply with stated requirements will result in disqualification from the competition.** Applicants must set forth full, accurate, and complete information as required by this RFP. The penalty for making false statements in proposals to the USG is prescribed on 18 U.S.C.1001.

The proposals may not exceed 8 single-spaced, single-sided pages in 12-point, Times New Roman font with 1-inch margins. This requirement excludes the allowable appendices, which are identified in Section 6 below. Organizations are NOT permitted to submit multiple proposals. The proposal must consist of the following:

Section 1 - Application for Federal Assistance (SF-424):

This form can be found on-line at:

http://www.grants.gov/agencies/aforms_repository_information.jsp

Section 2 - Abstract:

The abstract is limited to 300 words in length. It must provide a summary of the identified project, proposed activities, and expected results.

Section 3 – Project Goals/Implementation Plan:

The applicant must specify the goals and objectives of the project. The proposed activities should be described in sufficient detail to show how objectives and goals will be met. This

section should also describe how success will be measured via performance indicators. Finally, this section must include a time-task plan that clearly identifies the objectives and major activities.

Submit a description of the proposed exhibition, up to four pages, single-spaced, single-sided. Prepare as follows: on the first page, centered at the top of the page, and in caps include the following:

- NAME OF ARCHITECT(S)/ARTIST(S)/DESIGNER(S)
- NAME OF CURATOR
- NAME OF APPLICANT ORGANIZATION

Continue on the same page with a narrative that includes:

- (a) The curatorial vision for the works to be presented or commissioned. If the designer(s) plans to develop new work or create an installation specifically for the event,
 - describe the designer(s)' intentions and approach to the project;
 - outline how he/she intends to realize the project;
 - provide a rough production schedule.
- (b) A discussion of why the proposed exhibition should represent the U.S. at this particular event at this time.

Section 5 - Organizational Capability:

Applications must include a clear description of the applicant's management structure, previous experience with curating major design art exhibitions. Besides information about the organization as a whole, this section must also identify the proposed management structure and staffing plan for the proposed project.

Section 6 - Appendices:

Proposal submission must include the appendices, a-g, detailed below. Appendix h is optional. Only the appendices a-h may be included as part of the application:

- (a) **Budget:** *Include all anticipated expenses for exhibition preparation and implementation with the following budget considerations for Venice in mind:*
 - Include costs associated with trips to Venice before and during the Biennale by exhibition personnel. Include travel for the curator to participate in one commissioner's meeting organized by La Biennale di Venezia prior to the opening of the exhibition.
 - Short term visits generally require at least \$250/day for modest hotel and \$90/day for meals.
 - Translation into Italian for press releases, catalogues and other publications are arranged by the U.S. Department of State.
 - Proposals should include a line item cost of \$3,000+ for these services.
 - Public relations costs should include letterhead, press photos, CDs, and any other image media.
 - For recent biennales, as many as 2000 bilingual press packets have been printed and distributed by the curators, their representatives, and the Biennale press office.

- Publications: In addition to a single line item for all printing, the cost of graphic designers and editorial services must be listed as separate line items. The Department of State requires that at the very least a modest brochure be available for free distribution to visitors to the Pavilion.
- Anything that cannot be hand carried must be shipped to the Giardini by boat or barge. Boats with cranes at present cost a minimum of \$3,000 per use. Barges with cranes cost twice as much. Depending on the weight, volume and time sensitivity of the shipment, multiple barges/cranes may be required.
- Storage is not available at the Pavilion. Crates must be stored off site at an approximate cost \$1,500 - \$2000. These costs are only approximate. Exhibitor will need to obtain more accurate estimates once the number and size of crates are known and for how long they will be stored.
- The Pavilion has a set of standard light fixtures (specifications are available on request). If specialized fixtures are required, the cost to purchase/install new/different ones should be included in the budget.
 - The budget should include a sum for replacement light bulbs (a four month supply) and electricians, if required.
- Two months prior to the exhibition opening, it is necessary to file a request for public access to the Pavilion. This fee is variable depending on how much work is done to make the exhibit viable. Last three exhibit fees: 2007 Art Biennale: \$5,692, included; 2008 Architecture Biennale: \$6,291, tax included; 2009 Arts Biennale: \$4,793, tax included.
 - Proposals should allocate \$5,000 for related fees.
- Local labor is generally hired at a cost of \$52-65/hour, depending on the skills needed.
- If applicable for Pavilion modification or architectural work, please include costs for local architects/engineers and costs associated with obtaining permits. (Assistance in obtaining these estimates is available on request).
- If the exhibition requires temporary modifications to the interior or exterior of the U.S. Pavilion, the budget must include costs for all expenses associated with the return of the Pavilion to its original condition.
- Painting of the Pavilion for exhibition requirements and re-painting at the exhibition end to restore the Pavilion to its original condition must be budgeted.
- Upon selection, curators will meet with the Peggy Guggenheim Collection, review actual project needs and develop a revised budget. Any sums required over and above the line item allocations in the Supplemental file, will be the responsibility of the curator and sponsoring organization.
- The U.S. Pavilion (together with all the other national Pavilions in the Giardini) was listed in 1998 as a national historic building. Consequently permanent structural alterations to the Pavilion are not possible, and temporary alterations require six months minimum lead-time for obtaining necessary permissions in Venice.

- Equipment (such as audio-visual) and other exhibition materials (signage, banner, bases, tools, and hardware) can be acquired in the U.S. and shipped to Venice or alternatively rented or purchased in Italy. In any case all imported materials must be declared whether permanent or temporary, and if temporary, re-exportation is mandatory. It may be more cost-effective to pay modest customs charges on materials entering Italy than to pay for return shipping to the U.S. Please consult an international freight forwarder for information and rates for customs duties.
 - All materials employed in the exhibition installation require fire safety certification or an EU certificate.
 - The Pavilion has climate control, burglar and fire alarms. The Pavilion uses 220v alternating current (this can be increased to 380v if required).
 - The Department of State supports the Solomon R. Guggenheim Foundation to enable the staff of the Peggy Guggenheim Collection (PGC) in Venice to assist curators and artists with the planning and installation of the U.S. exhibition. The PGC staff may be consulted in matters concerning shipping and customs; local vendors and skilled labor, including architects and contractors; and must be consulted for any proposed alterations to the interior or exterior of the Pavilion. Applicants who wish to consult with the PGC prior to submitting an application should first contact Alan Cross at the Department of State, (202) 632-6407 or crossa@state.gov.
- (b) **Resumes/CVs:** Provide biographical summaries of no more than 1 page each of the curator, designers(s), and all other key personnel involved in the project.
- (c) **Letter of Authorization:** Provide a letter of authorization to apply signed by the director or other legally responsible party of the applicant organization, or sponsoring institution. Failure to provide such a letter will result in the proposal being declared technically ineligible.
- (d) **Work Sample:** Provide visual samples of actual works proposed for the exhibition in the format that best represents the work for the panel's review. If the designer(s) plans to develop a new work for the exhibition, visual documentation should reflect most recent work or work related to the proposed project. Only digital images on a CD or DVD will be accepted. Do not send slides.
- (e) **CD/DVD:** Provide one copy of up to 20 electronic images, with titles, in JPEG or TIFF. Image size should be consistent. Suggested size is 640x480 ppi. PowerPoint format is preferred, but not required. Label the CD with the applicant(s)' name. Label the DVD with the applicant's name and designate track to view.
- (f) **Work Sample Sheet:** Include a page with the designer(s)' name as the heading and the following information for each image, DVD or videocassette: title, date, media, dimensions, and if appropriate a description of the work represented.

- (g) Please include one complete copy of your proposal, with visual documentation, on a CD or DVD.
- (h) Additional supporting materials, such as drawings or publications, are welcome, but are not required.

V. AWARD SELECTION CRITERIA

Evaluation Criteria: Applicants should note that the following criteria:

- 1) Serve as a standard against which all proposals will be evaluated, and
- 2) Serve to identify the significant matters that should be addressed in all proposals.

Proposals for the 2010 Venice Biennale of Architecture will be reviewed by the Federal Advisory Committee on International Exhibitions (FACIE), a committee of leading U.S. curators and experts in American architecture and design, convened by the National Endowment for the Arts on behalf of the U.S. Department of State for the purpose of assessing the proposals and making recommendations for exhibitions and to represent the U.S. at major international exhibitions.

Eligible proposals will be reviewed by FACIE based on the following criteria:

- Artistic excellence
- Extent to which proposal represents the vitality and diversity of contemporary U.S. architecture
- Suitability of the exhibition for the specific venue and the specific time
- Ability of applicant to carry out the proposed exhibition
- Record of professional activity and achievement by individuals/organizations involved

Because of lengthy mail delays to many government agencies and security screening that may harm support materials; we strongly recommend that you use a commercial delivery service to send your application.

Send your hard copy application package via commercial delivery service to:

Alan Cross, Visual Arts Program Officer, ECA/PE/C/CU, SA-5, Floor 3-K14,
Department of State, 2200 C Street, NW, Washington, DC 20522-0503
Telephone: (202) 632-6407
E-mail: crossa@state.gov

Please contact the Program Officer when your application has been sent for delivery!

VI. AWARD ADMINISTRATION INFORMATION

Award Notices: The co-operative agreement shall be written, signed, awarded, and administered by the Grants Officer. The Grants Officer is the Government official delegated the authority by the U.S. Department of State Procurement Executive to write, award, and administer grants and cooperative agreements. The assistance award agreement is the authorizing document and it will be provided to the Recipient through either mail or

facsimile transmission. Organizations whose applications will not be funded will also be notified in writing.

Reporting Requirements: Grantees are required to submit quarterly program progress and financial reports throughout the project period. Progress and financial reports are due 30 days after the reporting period. Final programmatic and financial reports are due 90 days after the close of the project period. Progress reports at a minimum should be submitted via electronic mail to an address to be provided in the award.

The regulations relevant to this award are:

- Circular A-21 (Cost Principles for Educational Institutions) Re-located to 2 CFR part 220
- 22 CFR Part 135 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments
- 22 CFR Part 145 Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations (this file is in "rich text format" because of its size and complexity).
- Circular A-110 (Uniform Administrative Requirements for Educational Institutions, Hospitals and Other Non-Profit Organizations {NGO/PVO}) Re-located to 2 CFR part 215
- Circular A-122 (Cost Principles for Non-Profit Organizations) Re-located to 2 CFR part 230
- Circular A-133 (Audits of States, Local Governments, and Non-Profit Organizations)

Issuance of this RFP does not constitute an award commitment on the part of the Government, nor does it commit the Government to pay for costs incurred in the preparation and submission of proposals. Further, the Government reserves the right to reject any or all proposals received.

VII. DISCLAIMER

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding in connection with the award. Renewal of an award to increase funding or extend the period of performance is at the total discretion of the Department of State.